



SAO FINANCIALS UPGRADE

CUSTOMER FILE CLEAN-UP INSTRUCTIONS

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REVISION HISTORY

REVISION NUMBER	DATE	COMMENT
V1.0	10/04/05	Original Document
V2.0	11/01/05	Revisions made after Face-To-Face Meeting on 11/1/05
V3.0	11/16/05	Revisions made after Fit-Gap Session on 11/15/05

1.0 OVERVIEW

The scope of the Financials Upgrade project includes the upgrade of the State of Georgia's PeopleSoft Financials 7.02 system to release PeopleSoft Financials 8.8, the upgrade of the system architecture, additional activities that were added after the initial Statement of Work, and the inclusion of certain functions that support the State Accounting Office's mission and objectives.

Currently, there are approximately 72 Customer Files maintained under separate SetIDs in PS 7.02 and approximately 52,107 total customers across all SetIDs in PS 7.02. The consolidation refers to all agency customer files during upgrade.

Each agency will need to cleanup their customer file within their respective SetID in PS 7.02 before the upgrade starts (i.e. eliminate duplicate customers, inactivate, conform to naming conventions, etc.). This document developed by State Accounting Office shows the procedures to be utilized by the agencies for the PS 7.02 customer file cleanup and going forward in PS 8.8.

2.0 KEY DATES

Start Date	Finish Date	Task	Task Owner
10/10/05	10/14/05	Design Customer File Cleanup Approach for Agencies	Charles Thomas/ Phil Gross/ Janice Brown/ Cheryl Cottrell
10/19/05	11/01/05	Agency Communication → Customer File Cleanup Instructions	SAO & Agency
10/24/05	12/23/05	Cleanse Customer Data in PS 7.02 Application	Agencies

3.0 STEP-BY-STEP CLEAN-UP INSTRUCTIONS

In order to successfully upgrade from PS version 7.02 to 8.8 a consolidation process for the data is needed. Therefore some clean up will have to be done first with the data currently in PS 7.02. There are many duplicate and inactive customers. The following steps show what needs to be done on the clients end before further going on with the consolidation process.

A) Review all 'active' customers with little or no history

When querying on the customer master, there are many rows that have customers created with an 'active' status, although, there is little or no history for that particular customer. If the customer has had no activity for twelve consecutive months, please evaluate the need for this customer and change the status to 'inactive' if necessary.

B) Inactivate all duplicate customers

Customers that are duplicates and have different items, the items need to be merged together under one customer and inactivate the other customers.

C) Standardize all common fields to applicable formats

PeopleSoft 8.8 uses some of the same Customer fields as in PS 7.02. For the fields that are the same, the data standard format should be met so they are in sync with each other. Refer to **State of GA_Data Entry Standards** documentation.

These 3 steps must be completed by **December 23, 2005** as outlined in the Key Dates section earlier in this documentation.

*****IMPORTANT NOTE*****

1. Questions can also be emailed to upgradefeedback@sao.ga.gov.